

March 2, 2007

## **DRAFT**

### **Request for Funding**

#### **Planning and Early Implementation of the Workforce Education and Training Component**

The purpose of this document is to transmit Mental Health Services Act (MHSA) information pertaining to upcoming regulations that address planning and early implementation activities and funding under the Workforce Education and Training component. This process applies only to implementation of the next scheduled MHSA component, which is Workforce Education and Training.

The intent of the Request for Funding process is to provide information for county mental health programs<sup>1</sup> to receive program and financial support for planning and early implementation activities under the Workforce Education and Training component. The activities initiated under this process and the activities described in the draft Workforce Education and Training Three-Year Program and Expenditure Plan information document are consistent, and allow for inclusion as part of a county's workforce education and training plan that is submitted for approval. The process described in this document will help county mental health programs to begin planning and early implementation activities prior to approval of their Three-Year Program and Expenditure Plan for the Workforce Education and Training component.

#### **Background**

Consistent with the sequential phasing of development for each of the MHSA components, the next scheduled implementation is for the Workforce Education and Training component. The Community Program Planning process, while initially focused on how best to utilize funds for the MHSA Community Services and Supports (CSS) component, yielded information relative to the broader infrastructure needs that must be addressed in meeting the mental health needs of clients and families in communities throughout California. The resulting county mental health program Three-Year Program and Expenditure Plans for CSS each included an assessment of their current service system capacity and workforce to serve the proposed number of clients and families under the MHSA. As a result, county mental health programs are developing a sense of their current and future workforce needs.

At the same time, significant work has been completed, or is nearing completion, for implementation of the Workforce Education and Training component. The MHSA required draft Five-Year Strategic Plan for Workforce Education and Training was

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<sup>1</sup> "County" refers to county mental health programs, two counties acting jointly, and/or city-operated programs receiving funding pursuant to Welfare and Institutions Code Section 5701.5 (California Code of regulations, Section 3200.090).

completed in September 2006. Planning is also underway to conduct a comprehensive workforce assessment of the entirety of California's workforce needs relative to the public mental health system. Finally, the Three-Year Program and Expenditure Plan Information for workforce education and training will soon be issued to counties.

In anticipation of the MHSA Workforce Education and Training component coming on line, county mental health programs will need to dedicate staff and resources for planning, and to identify opportunities to begin activities which will position them for faster implementation and earlier achievement of intended outcomes. As with other activities under the MHSA, there can be a significant "lead time" between starting up a program or activity and realizing the actual benefits or return on investment. This is particularly the case in some areas within the Workforce Education and Training component. These areas often require significant front-loading to recruit, educate and train mental health system workers with the requisite characteristics and skills envisioned under the MHSA. Many county mental health programs are well-positioned to begin early implementation of activities under this component.

During the initial implementation of MHSA, processes were established to enable review, authorization and funding of county mental health program activities. While the existing processes contribute to assisting counties in moving toward their fully integrated plans, none provide a model sufficient to fund planning and early implementation activities under the Workforce Education and Training component.

### **Request for Funding**

This letter sets forth a process for county mental health programs to request initial funding in order to be able to begin planning and early implementation activities prior to submission and approval of a comprehensive Three-Year Program and Expenditure Plan for this new component.

For any workforce education and training planning activities, counties can utilize, in combination with this request for funding, any unexpended funds that have been approved under the Community Services and Supports component consistent with DMH Letter No. 06-13 – Allowable Use of Community Services and Supports Funding for Enhancement of Local Infrastructure.

#### **1. Request Form**

A county mental health program desiring to begin planning and early implementation can submit a Request for Funding for Planning and Early Implementation under the Workforce Education and Training component. The content of the Request for Funding is delineated in Enclosure 1. The contents are based upon the draft Workforce Education and Training Three-Year Program and Expenditure Plan Guidelines, dated February 16, 2007. The Request for Funding consists of a form which enables identification of: a) the purpose(s) for which funds are requested that are consistent with the primary funding categories identified in the draft Workforce

Education and Training Three-Year Program and Expenditure Plan Guidelines, and b) estimated funding amounts requested for each allowable program activity.

2. Funding Limitations

Based on the funding level for the Workforce Education and Training component, the DMH has established a maximum funding level of \$100 million through June 2009 for local workforce education and training activities. Of that total the planning and early implementation amount is \$15 million. County specific planning estimates will be provided for the overall total and for the planning and early implementation amounts.

3. Allowable Program Activities/Expenditures

It is the responsibility of the county mental health program submitting a Request for Funding to ensure that program activities are clearly consistent with the applicable requirements of the MHSA, regulations, or related guidance and instruction.

Allowable program activities and expenditures include only those that will be allowed under the Three-Year Program and Expenditure Plan for Workforce Education and Training. County mental health programs will not be funded for activities that are subsequently found to be unallowable.

4. Required Three-Year Program and Expenditure Plans

Each county mental health program submitting a Request for Funding for Planning and Early Implementation is to subsequently include the requested activities and funding within the submission of their Three-Year Program and Expenditure Plan for Workforce Education and Training.

5. Reporting Requirements

County mental health programs are required to follow all applicable MHSA reporting requirements with regard to program(s), activities and expenditures established under an approved Request for Funding for Early Planning and Implementation of the Workforce Education and Training component. These requirements are addressed in the DMH/County Mental Health performance contract and regulation including, but not limited to, Cash Flow Statements and Annual Revenue and Expenditure Reports.

## **Request Review and Approval Process**

The DMH will review Requests for Funding to ensure compliance with the Request for Funding instructions and funding limitations. The DMH will then provide a Letter of Approval, followed by an amendment to the existing DMH/county mental health program performance contract to provide the requested funding. This review and approval process is expected to take up to thirty days. Counties are encouraged to refer to the draft Workforce Education and Training Three-Year Program and Expenditure information document as a reference.

- For counties requesting less than \$250,000
  - A short description (two to three sentences) outlining the proposed use of the funds is sufficient
  - DMH will review and approve the request to ensure requirements are met
- A county requesting more than \$250,000
  - Should provide sufficient justification to enable DMH to determine whether the proposed use of funding is consistent with the statute. This justification shall consist of a description of the purpose and amount requested in each funding category, and how this action is consistent with the statute. It is recommended that this written justification not exceed one page for each funding category listed in Enclosure 1.
  - DMH will review and approve the program descriptions and proposed funding levels and to ensure requirements are met.

### **Issuance of Payments**

Funding will be distributed to county mental health programs through the performance contract. Upon approval of the Request for Funding, DMH will initiate an amendment to the county's performance contract. Counties may request and receive approval for funding prior to approval of their CSS Three-Year Program and Expenditure Plan. However, funding distribution will be through the performance contract mechanism. A county in bankruptcy proceedings is not eligible to receive early planning and implementation funding.

**Request for Funding for Planning and Early Implementation Activities  
Under the MHSA Workforce Education and Training Component**

Date: \_\_\_\_\_

County: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

**Intent:**

The Request for Funding will support activities/programs that will contribute to remedying the shortage of qualified individuals to provide services to address severe mental illnesses, and to transform service delivery according to the intent of the MHSA.

**Strategies:**

The Request for Funding will contribute to meeting specific strategies which are illuminated in the MHSA (see Welfare and Institutions Code [WIC] Section 5822).

**Five Funding Categories:**

The workforce education and training actions are identified by five funding categories. Identify the purpose(s) and amount(s) for which the requested funding will be used:

**1. Workforce Staffing Support**

Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**2. Training and Technical Assistance**

Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**3. Mental Health Career Pathway Programs**

Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**4. Residency, Internship Programs**

Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

5. Financial Incentive Programs (stipends, scholarships, & loan forgiveness programs)

Purpose: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**Certification:**

I hereby certify that the actions listed above represent either new or modified activities that adhere to the intent of the MHSA and are clearly consistent with the statute.

\_\_\_\_\_  
Director, County Mental Health Program